横須賀基地空席広報 VACANCY ANNOUNCEMENT		広報番号: Announcement No.	FLCY-30-16L(R3)		
		募集締切日: Closing Date	2 Aug 16		
-Reissue-		発行日:	10 7 116		
Changed Language Proficiency Level from 4 to 3.		Date of Issue	13 Jul 16		
1.職名,職番,給与表 Job title, Job No., & Basic Wage Table (BWT):		4.募集範囲 Area of Consideration I. ② 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. ② 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. ② 現 MLC/IHA 従業員(全在日米軍)			
目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL): 等級 Grade-7, 語学能力級 LPL-3		Current MLC/IHA I IV. ⊠ 外部 Off E	Employee Japan Wide  Base Applicant		
採用可能見習い等級/語学能力級 Acceptable Trainee level: N/A		* Those who previously applied for VA: FCLY-30-16L/(R2) need not to reapply.			
□ 事務系(BWT-1) □ 技能系(BWT-2) □ 保安系(BWT-3) □ 医療系Administrative Blue Collar Trade Security Media	TCLT-30-TCL/(N	2) need not to reapply.			
2.部隊 Activity NAVSUP Fleet Logistics Center Yokosuka Office of Commanding Officer, Executive Director Lean Six Sigma (Code 001S)  勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka  3.勤務時間 Work Schedule (週_40_時間制 hrww)  勤務日 Work Days: Mon thru Fri  勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245  「夜勤 Night Shift	5.雇用の種類 Type of Employment  MLC IHA				
6.職務内容 Duties  See attached task	list.				
特別な職務状況 Outstanding Working Condition, if any.					
7.資格要件/身体条件 Qualification/Physical Requirements * Must possess English language ability meeting the Language Proficience #1 項に示された語学能力級レベルに相当する英語の語学能力が必要		.) indicated in colum	nn #1.		
<ul> <li>a. One year of specialized technical or administrative work experience ed Doctorate Degree in accredited Graduate School in related field.</li> <li>b. Must be a qualified Lean Six Sigma Black Belt that has completed a model. Complete the sigma of the sigma tools, analytical techniques, and proble programs and processes.</li> <li>d. Knowledge of NAVSUP's mission, vision, goals, products and service relationships and leadership principles.</li> </ul>	inimum of (6 m solving me	) DMAIC projects. thodology to perform	m analyses of critical		
e. Skills in operating personal computers such as Microsoft Word, Excel, PowerPoint.  f. Ability to lead Lean Six Sigma projects and provides the training and mentoring green belts.  g. Ability to communicate effectively, orally and in writing to conduct briefings and training.					

\* Handicapped applicants may be accepted, depending on the degree and kind of disability.

## 8.提出するもの Application and Associated Documents \*☑ 空席応募用紙 Application for Vacancy Announcement \*▽ 専門職務経歴書 Resume of Specialized Work Experience \*の記入は Complete \* in □ 日本語で Japanese □ 英語で English □ どちらでも Either ▽ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives" 上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from; http://www.cnic.navy.mil/regions/cnrj/om/human\_resources/MLC\_IHA\_HPT\_Jobs/JN\_Forms.html □ 運転免許証の写し Copy of Driver's License 🔯 リーンシックスシグマ、ブラックベルトの修了証/証明書の写し Copy of Lean Six Sigma Black Belt Completion Certificate □ 英語の能力を証明するものの写し。TOEIC、TOEFL、CASEC、英検のみを有効な証明書として受け付けます。 (現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。 英語を日常言語 とする方も上記証明書の提出が必要です。 Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English. □ 82円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒(12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) □ 日本国籍以外の方は、在留カード(両面)及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport DD-214 Copy (Member-4 copy) only for former U.S. military personnel. 9. 応募書類提出先 Office to Submit 内部応募者(現 MLC/IHA 従業員)と外部応募者(非従業員)では、応募書類提出先が違います。上記必要提出物をお間違 えの無い様、 郵送/提出して下さい。 募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

(注意) 上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部応募者(非従業員)からの応募書類は無効と なりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.

1. 内部応募者(現 MLC/IHA 従業員)提出先(米海軍横須賀基地日本人雇用課(HRO)):

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

**〒238-0001** 〒238-0001

神奈川県横須賀市泊町1番地 1 Banchi Tomari-cho, Yokosuka PSC 473 BOX 22 CNRJ HRO N132 PSC 473 BOX 22 CNRJ HRO N132

内線/Extension 243-8152

米海軍横須賀基地正門左手前事務所1階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置して あります。 毎日午前0600時より、午後0600時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

**T**238-0011

2. 外部応募者(非従業員)提出先:

Off Base Applicants must submit to:

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル4階

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

管理第一係

電話番号 Phone 046-828-6959

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

Yokosuka Branch of LMO/IAA Management #1 Section

受付時間:月曜—金曜、0830-1730時(日本の祭日を除く)。 雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.

## 10. 事務処理欄 For Official Use

募集部隊担当 Activity POC:	FLCY Code 323	軍電 (DSN) 243-8495/9823		
PD No.: FLCY-001S-001	PD is accurate and current.	Certified by Activity: kt	HRO: (revd: 3/28) js 3/30 ms 3/31 (5/4) js 5/4 (6/9) js 6/9 (7/12) js 7/12	

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません。 Submitted applications will not be returned.

職務で必要とされる語学能力級(LPL)レベルは下記をご覧下さい。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

	TOEIC	ALCPT	TOEFL (PBT)	TOEFL (CBT)	TOEFL (iBT)	CASEC	EIKEN
LPL 語学能力級			Paper Based Test	Computer Based Test	Internet Based Test		英検
<b>4 – Exceptional Proficiency</b> 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
<b>3</b> – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870~	Pre-1st
<b>2</b> – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
<b>1</b> – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準1級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

## PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397; 及び日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的:人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes. 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

. 情報開示:個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 3-8-16

## Management Analyst, #120-7

- 1. Serves as a team leader on a Lean Six Sigma project team analyzing, reviewing and providing both technical and administrative support. Responsible for the planning, analysis, and completion of Lean Six Sigma projects. Responsible for performing project scope, data analysis, tool usage and Six Sigma methodology in support of NAVSUP objectives. Analyzes and maintains accurate and timely project information in the Project Tracking System; identifies key metrics and performance indicators, and assists in documenting and reporting Lean Six Sigma project results.
- 2. Leads in implementing improvement projects, which are of an approximate value of up to \$1M. Assigned to projects that are within the NAVSUP enterprise. The incumbent will assist in documenting and reporting tangible cost benefits and Return on Investment (ROI) results.
- 3. Responsible for planning and organizing the study, estimating costs, coordinating with the appropriate staff and line management personnel, and conducting all phases of the project. This frequently involves the definitive interpretation of regulations and study procedures, and the initial application of new methods.
- 4. Analyzes and conducts studies that identify ways to improve effectiveness of work methods, procedures, organizations, manpower use, distribution of work assignments, delegations of authority, management controls, information and documentation systems, and similar functions.
- 5. Manages complex workflow redesign projects, using measurement and statistical process control tools, and serves as on-site project realization champion. Conducts analytical studies and evaluations requesting and utilizing input from managers throughout the command, and develops reports and consensual agreements as to the findings/recommendations.
- 6. Provides guidance to green belt employees in leading Lean Six Sigma projects. Trains green belt employees.
- 7. The incumbent will perform other duties as required to meet the needs of the Lean Six Sigma Project Office, Deployment Champions and other Team Leaders.

Qualification Requirement: Must be a qualified Black Belt that has completed a minimum of 6 DMAIC projects.